

3.2 Direct Service Staff Vacancy and Turnover

Name of 2013 Contractor:

	I	II	III	IV	V	VI
Name of 2013 Department on Aging Program or Service Contract	Number of Direct Service Staff employed in contract on January 1, 2013	Number of staff listed in Column I who remained employed on July 1, 2013	Number of new employees replacing staff listed in Column I by July 1, 2013	Percent of Column I employees replaced by July 1, 2013 (Column III divided by Column I)	Staff listed in Column I whose positions remained vacant on July 1, 2013	Percent of Column I positions vacant on July 1, 2013 (Column V divided by Column I)
Example: Transportation	10	7	2	20%	1	10%

Note:

Direct Service Staff are defined as persons employed under the contract whose job routinely brings them into contact with clients, either in person or over the telephone.